

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission						3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. CNIC-STD-4	
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		<input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field								6. OPM Certification No.	
Explanation (Show any positions replaced) STANDARD MWR NAF PD						7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		CHILD & YOUTH PROGRAM ASSISTANT				CY		1702		II		SN 7-18-08	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office		C&Y PROGRAM ASSISTANT TARGET LEVEL				GSE		1702		04			
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature						Signature							
Date						Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position OPM PC GENERAL EDUCATION & TRNG SERIES GS 1702 TS-109 OCT 91							
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature						Date							
23. Position Review						24. Remarks							
a. Employee (optional)		Initials		Date		Initials		Date		Initials		Date	
b. Supervisor													
c. Classifier													
25. Description of Major Duties and Responsibilities (See Attached)													

Child and Youth Program Assistant CY-1702-II (GSE-04)

Introduction

The purpose of the Child and Youth (CY) Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

The incumbent works under the direction of the supervisor, who provides guidance on scope of assignments and assistance on more complex, non-routine problems. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from the supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

Major Duties and Responsibilities

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Curriculum

- Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by CY Program Assistants, GS 1702-02 and GS 1702-03. Ensures that program plans and activities incorporate the observed needs of individual children and youth.
- Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Cares for special needs children and youth as directed by the supervisor.
- Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Role models developmentally appropriate practice and classroom or activity area management techniques.
- Promotes and models safety, fitness, health, and nutrition practices.
- Helps arrange for and/or serve appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.
- Sets up displays and bulletin boards.
- Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies.

- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.
- Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Provides parents with daily verbal or written feedback about their child/youth or program activities.
- Participates in conferences with parents and employees.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

- Assists in achieving and maintaining DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Notifies supervisor of health, fire, and safety compliance concerns.

Additional Responsibilities

- Completes all training requirements, including orientation, monthly, annual and the approved Department of Navy (DoN) Standardized Module Training.
- Collects, maintains, and reports program participation data.

- Performs other related duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- At least 18 years of age with a high school diploma or equivalent AND
- An incumbent must have one of the following:
 - A Child Development Associate (CDA) credential or Military School-Age (MSA) credential or a 2-year degree in a related field. Note: If the incumbent is hired initially at the GSE-04 target position, the incumbent must complete the Navy module program within 18 months.
- OR**
- Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth.
- Working knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth.
- Ability to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth.
- Ability to follow verbal and written instructions.
- Speak, read and write English.
- Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.
- Ability to complete all DoN training requirements within the specified timeframes, including orientation, initial, Standardized Module Training, and ongoing training requirements.
- Ability to promote and foster effective working relationships with children and youth and co-workers.
- Ability to work cooperatively as a member of a team.
- Ability to obtain a food handler's card.
- Ability to obtain a driver's license if required
- Ability to obtain a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

The supervisor provides assignments by indicating what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional specific instructions on new, difficult, or unusual assignments including suggested work methods or advice on resource material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and

unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

Factor 3. Guidelines

Specific, detailed guidelines covering all aspects of the assignment are provided to the employee. The employee works in strict adherence to guidelines, and deviations must be authorized by the supervisor.

Factor 4. Complexity

The work consists of duties that involve clear-cut and directly related steps, processes, or methods. Work operations are routine and stable. Actions to be taken and responses to be made are readily discernible. The work is quickly mastered.

Factor 5. Scope and Effect

The work involves the development and implementation of plans and activities for a designated classroom. Employee provides classroom/activity area oversight, ensuring activities are carried out according to established rules and procedures. The service provided by this employee affects the reliability and acceptability of services provided by the CYP as a whole.

Factor 6. Personal Contacts

Contacts are with co-workers and parents or guardians of children and youth receiving care. Contacts with parent/guardians are frequent and are carried out in moderately structured settings/meetings, such as progress meetings, and also occur infrequently when dealing with specific problems involving an individual child or youth or problem/situation.

Factor 7. Purpose of Contacts

The purpose of contacts is to obtain and provide facts and information, plan and coordinate work efforts and motivate individuals who are working toward the mutual goal of a quality CY program.

Factor 8. Physical Demands

The work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classrooms or activity areas, and no special, physical demands are made upon the incumbent.

Factor 9. **Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child care, school-age and youth activities, programs, and services, such as exposure to disease and injuries from lifting. Normal fire and safety precautions must be adhered to. Activities are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated, and ventilated. The incumbent may be required to work an uncommon tour of duty to include evening and weekend work.